



tuition reimbursement policy

Belk's tuition reimbursement program encourages and supports associates who want to improve their job performance or advance their career by earning an associate, bachelor's, or master's degree from an accredited school.

requirements

- Must lead to an associate, bachelor's or master's degree from an accredited college or university.
- Must be work-related (relevant to the business needs and associate's professional development.)
- Completion of the coursework must result in obtaining a degree. (May be completed through traditional classes or non-traditional programs such as online or other distance-learning programs.)
- Courses should be taken outside of regular working hours.

eligibility

- Full-time associates at corporate office (excludes SVP, EVP, and Temps),
- Full-time salaried associates at distribution/fulfillment centers (excludes hourly DC/FC associates), or
- Full-time salaried store leadership (excludes SVP, EVP, and hourly store associates)
- Program is available for application as of 1st day of employment

An eligible associate must have:

- At least a satisfactory job performance
- No current corrective action
- Manager's approval

reimbursement guidelines

Belk will reimburse for tuition costs and registration fees, per associate, per calendar year:

- Up to \$5,250 (tax exempt limit in US) *
- Up to \$7,500 (amounts above \$5,250 will be reported as earnings on W-2) *

The cost of books and supplies aren't reimbursed.

Tuition or registration fees funded by scholarship or financial aid may NOT be submitted for reimbursement. The amount of the reimbursement received through the Tuition Reimbursement Program will be reduced dollar for dollar by the amount of grants, scholarships and other financial aid or course discounts which are paid directly to the institution and which the student doesn't have to pay back.

* According to current IRS guidelines, up to \$5,250 per calendar year paid to an employee by an employer for undergraduate and graduate-level courses is excludable from gross income. Because the annual maximum amount available to an associate is more than \$5,250, the reimbursement amount above \$5,250 received through the Tuition Reimbursement Program is subject to taxes. Belk intends to operate the plan in accordance with applicable tax law but does not provide any assurances with respect to the tax treatment of any payments made under the plan or the impact of these payments on an associate's individualized tax circumstances. Associates should discuss participation in the plan with their own tax advisors to determine the tax consequences of participating in the plan.



To receive tuition reimbursement for approved courses, you must:

- Be on active payroll at the time of successful completion of the course. (Resignation or discharge while a course is in progress terminates eligibility for reimbursement);
- Have a Degree Program Approval Form (page 4) on file with HR Shared Services;
- Provide a copy of receipt for tuition and/or registration fees; and,
- Receive a grade of C or better for completed coursework. (A copy of the transcript indicating grade received must be submitted.)

[special circumstances](#)

The following special circumstances apply to the tuition reimbursement program:

Leave of Absence

If you're on an approved leave of absence and were eligible to apply for tuition reimbursement prior to the date the leave began, you can receive tuition reimbursement upon return from leave, provided all eligibility and reimbursement requirements as outlined above are met. You'll have 90 days after your course end date or 30 days from your leave return date to submit for reimbursement.

Reduction in Force

If you were participating in the tuition reimbursement program at the time employment was terminated due to a reduction in force, you can receive tuition reimbursement for the course(s) taken at the time of termination provided all eligibility and reimbursement requirements as outlined above are met except active status on the date of payment.

Relocation

If you were eligible to apply for tuition reimbursement at the time you relocated to a new address, at the request of the company, before completing coursework, you can receive tuition reimbursement for the unfinished coursework, provided all eligibility and reimbursement requirements as outlined above are met with the exception of the passing grade. If you relocate at your own request before completing any coursework, you won't be reimbursed.

Death

Tuition reimbursement will be paid to the estate on behalf of an associate who doesn't complete coursework due to the death of the associate provided all eligibility and reimbursement requirement as outlined above were met prior to the date of death, with the exception of the passing grade and active status on date of payment.

[degree program approval process](#)

Initial approval of a course of study doesn't obligate Belk to continue approval.

1. Obtain manager approval

- Prior to the start of any courses, you must complete the degree program approval form (page 4) to submit the entire degree for approval.



- Your manager will determine if you meet eligibility requirements
- If your request is approved, the manager will sign the degree program approval form and return the signed document to you for submittal to HR Shared Services for final approval.

2. Submit request to HR Shared Services

Submit the request for tuition reimbursement to HRSharedServices@Belk.com including the following:

- A completed Degree Program Approval Form with manager approval
- Course descriptions for all courses listed on the degree program approval form

3. Initial approval by HR Shared Services

- The HR Shared Services department will review the request to ensure all required information has been provided and confirm your and the proposed degree's eligibility for participation in the program.
- If you and coursework are eligible for reimbursement, HR Shared Services will return a copy of the signed degree program approval form to you and your manager for use in the next step of the process.
- If you and/or coursework aren't eligible for reimbursement, HR will communicate that decision with the you and your manager.

tuition reimbursement process

Upon satisfactory completion of the course(s) you'll submit an expense for reimbursement to HRSharedServices@Belk.com. With proper documentation, reimbursement will be paid within the next 2 pay cycles. Include the following when submitting request for reimbursement:

- Receipt(s) for tuition and/or registration fees paid and total amount of reimbursement request
- Transcript(s) to document final grade(s) for the course(s)
- Degree Program Approval Form (approved by manager and HR Shared Services)

Notice of Disclaimer: This policy is subject to change at any time with or without notice, and Belk reserves the right to interpret the policy at its sole discretion. This policy doesn't establish enforceable employee rights, contractual or otherwise and doesn't alter the at-will employment status of any associate.



Degree Program Approval Form

Associate Name (Please print): _____ Employee ID: _____

Department Name: _____

Name of College/Institution: _____

Degree Type / Major: _____

Degree Program Approval: Please list all courses required to complete the degree program. Please attach university program description and course descriptions.

Course Title	Credit Hours	Anticipated Course Start Date (month/year)	Anticipated Course End Date (month/year)	Estimated Cost per Course
			Estimated Total Cost:	

I certify this associate as having satisfactory performance and approve the request for tuition reimbursement for eligible courses (up to calendar year maximum amount).

MANAGER NAME (PRINT)

MANAGER SIGNATURE / DATE

I have read and accept the terms of the Tuition Reimbursement Policy.

ASSOCIATE SIGNATURE / DATE

Human Resources Approval:

HR SHARED SERVICES (PRINT)

HR SHARED SERVICES SIGNATURE / DATE

Accreditation Verified